

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

1800 Third Street, Suite 390
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 445-6000
FAX (916) 323-6016

**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 04-02****TO: All CDBG Eligible Jurisdictions and CDBG Interested Parties****DATE: February 10, 2004****SUBJECT: 2004 Labor Standards Workshops**

Date	Location	Address
Friday, March 19 th	Dinuba	Dinuba City Hall – Council Chambers 405 East El Monte Way Dinuba, CA 93618
Friday April 2 nd	South Lake Tahoe	Inn By The Lake 3300 Lake Tahoe Blvd. (Highway 50) South Lake Tahoe, CA 96150

Registration will begin at 8:30 am for all workshops. All workshops will begin at 9:00 am and should end no later than 4:00 pm. Lunch will be on your own.

Reservations required due to space limitations at each location. Please RSVP by e-mail to Ursula Eilat, at ueilat@hcd.ca.gov or use the attached reply form and fax to 916 263 0489. Indicate the number in your party, and the location you plan to attend. Include your e-mail address and fax number for reservation confirmation.

For further information:

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

Agenda

8:30 - 9:00	Registration
9:00 -10:00	Overview of Labor Standards <ul style="list-style-type: none">◆ What are Labor Standards?◆ Where do they come from?◆ What are the Exemptions?
10:00 - 10:45	Grantee Responsibilities <ul style="list-style-type: none">◆ What do I do first?◆ Procurement◆ Bid Procedures◆ Obtaining Wage Decisions◆ Local Requirements◆ Equal Opportunity◆ Section 3◆ Labor Standards◆ Awarding the Contract◆ Executing the Contract
10:45 - 11:00	Break
11:00-Noon	Pre-construction Conference <ul style="list-style-type: none">◆ Format◆ Who Should Be There◆ Documents◆ Key Points◆ Hiring Consultants
Noon - 1:00	Lunch on your own
1:00 - 2:30	Certified Payrolls <ul style="list-style-type: none">◆ Formats◆ How to read the State and Federal Wage Decisions◆ Owner Operators◆ Employee Interviews◆ Apprentices, Helpers, Trainees, Volunteers◆ Statements of Compliance◆ Fringe Benefits
2:30 - 2:45	Break
2:45 - 4:00	Monitoring, Common Problems, Questions and Answers <ul style="list-style-type: none">◆ Monitoring Checklists◆ Overview of what to expect◆ SB 975◆ Problems and Solutions◆ Questions and Answers

2004 LABOR STANDARDS WORKSHOPS

Dinuba

Friday, March 19, 2004

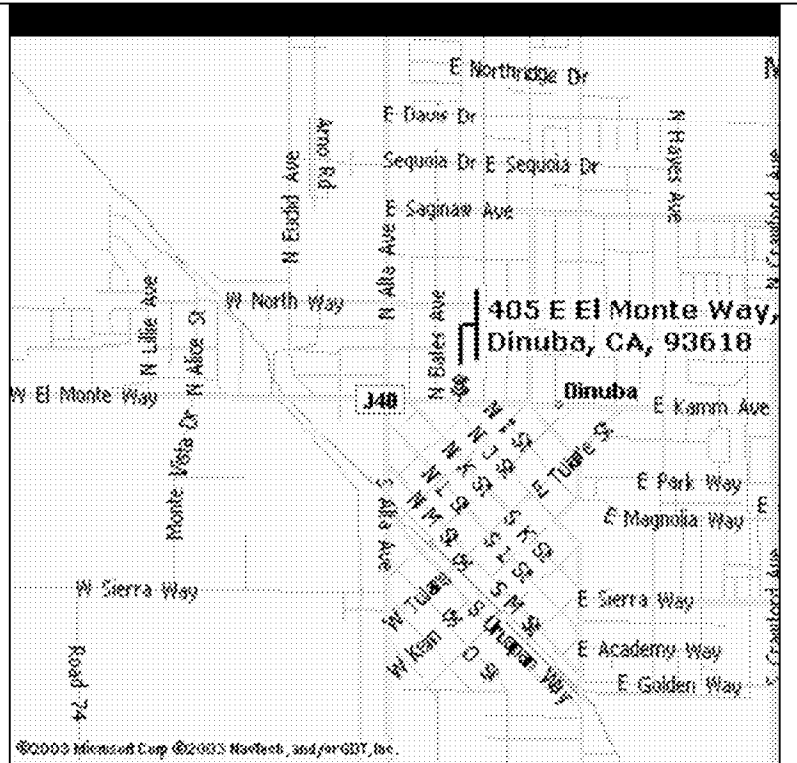
Dinuba City Hall – Council Chambers

405 East El Monte Way
Dinuba, CA 93618

Directions: From Sacramento, take southbound Highway 99 to Mountain View/ Dinuba exit. Proceed eastbound on Mountain View, which becomes Avenue 416, and El Monte Way. Follow El Monte past Alta Ave. to 405 East El Monte.

Contact: (559) 591-5900

Free parking



Mapquest.com

South Lake Tahoe

Friday, April 2, 2004

Inn By The Lake

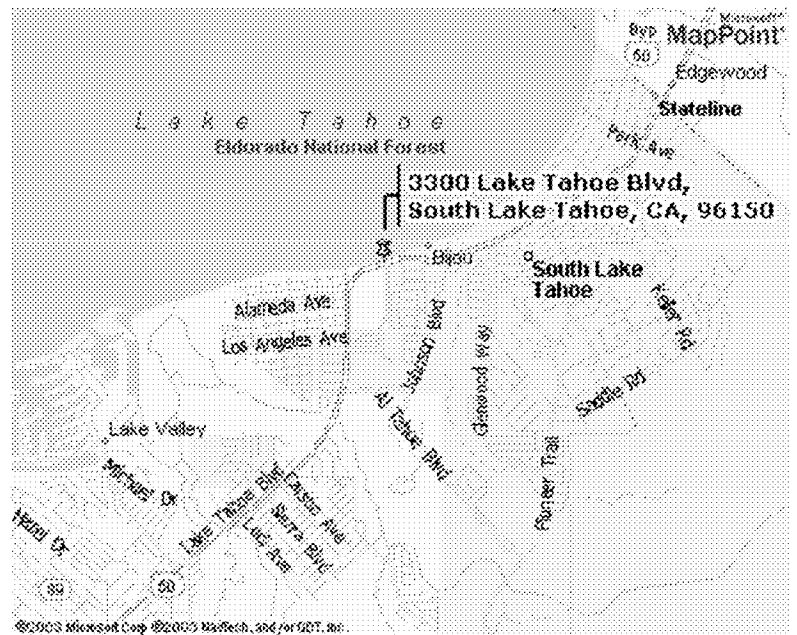
3300 Lake Tahoe Boulevard (Highway 50)
South Lake Tahoe, CA

Directions: From Sacramento, take eastbound Highway 50 to South Lake Tahoe, where Highway 50 becomes Lake Tahoe Boulevard. Follow to 3300 Lake Tahoe Blvd, to Inn By The Lake.

Contact: Ms. Heather Smithhart, Inn by the Lake; 530-542-0330; sales@innbythelake.com

Free Parking

(800) 877-1466



Fax It Back
Community Development Block Grant Program (CDBG)
Labor Standards Workshops

I plan to attend the Labor Standards Workshop in (choose one)

Dinuba on March 19, 2004 _____

South Lake Tahoe on April 2, 2004 _____

There is/are _____ person/persons in my party

Names (and e-mail addresses, phone and fax numbers) of those planning to attend:

My/Our specific area of interest is _____

Please FAX back no later than March 12, 2004 to FAX# (916) 263-0489.
